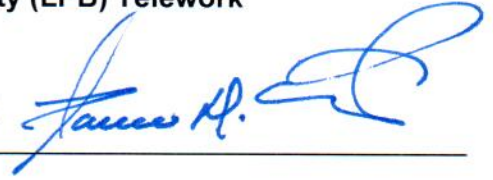


POLICY NAME: Louisiana Educational Television Authority (LPB) Telework
EFFECTIVE DATE: July 1, 2022
REVISION DATES: March 20, 2024
AUTHORIZATION: Executive Director Clarence "C.C" Copeland



PURPOSE

The purposes of this policy are to provide the framework needed for an effective Telework program, to set forth the process for requesting and utilizing such program and to ensure consistency with the administration of the program. This Telework policy also promotes the Appointing Authority's mission readiness during a declared emergency, inclement weather, or office closure.

These guidelines do not apply to request for, or management of, workplace disability accommodation(s) under the Americans with Disabilities Act or any other applicable federal, state, or local laws or regulations. Employees seeking disability accommodation(s) should contact Louisiana Educational Television Authority (LPB) Human Resources.

APPLICABILITY

In accordance with SCS Rule 11.4.1, the Appointing Authority of Louisiana Educational Television Authority (LPB) supports Telework as a viable work option when both the employee and the employee's position are suitable for such arrangement. Telework allows an eligible employee to work from an alternative worksite for all or part of their workweek. Telework may be appropriate for some employees and jobs but not for others. Telework is not an entitlement and it in no way changes the terms and conditions of employment with Louisiana Educational Television Authority (LPB). Telework is driven by business-related, operational needs and can be modified or rescinded at any time. Telework is appropriate when an eligible employee's duties can be performed effectively at an alternative worksite without compromising work quality, productivity, customer service or departmental needs. This policy further defines the factors that 1) determine a position's eligibility for Telework and 2) determine an employee's eligibility for Telework.

DEFINITIONS

Alternative Worksite: A worksite other than the employee's customary/primary worksite, most commonly established through an approved Telework agreement.

Appointing Authority: The Louisiana Educational Television Authority (LPB) Executive Director and employees authorized by statute or by lawfully delegated authority to make appointments of LETA (LPB) positions.

Broadband: The term broadband commonly refers to high-speed Internet access that is always on and faster than dial-up access. Broadband includes several high-speed transmission technologies such as: Digital Subscriber (DSL); Cable Modem; Fiber; Wireless; Satellite; and Broadband over Powerlines (BPL). The broadband technology you choose will depend on a number of factors. These may include whether you are located in an urban or rural area, how broadband Internet access is packaged with other services (such as voice telephone and home entertainment), price and availability (<https://www.fcc.gov/general/types-broadband-connections>).

Dependent care: The term dependent care refers to the support and nurturing of persons who cannot meet their own needs, such as children, functionally impaired adults, or the elderly.

Employees: All Louisiana Educational Television Authority (LPB) workforce members including full-time and part-time State Civil Service employees (i.e.: classified, unclassified, and WAE [When Actually Employed], contract staff, student interns, and volunteers who perform work for or on behalf of Louisiana Educational Television Authority (LPB).

Primary Worksite: The employee's usual and customary/in-office (on-site) worksite. For the purpose of this

policy, Louisiana Educational Television Authority (LPB), located at 7733 Perkins Road, Baton Rouge, LA 70810 is the employee's primary worksite, unless specifically addressed elsewhere in the employee's terms of employment.

Telework: A work flexibility arrangement under which an employee performs the duties and responsibilities of their position from an approved alternative worksite (e.g., the employee's home). Unless otherwise specified, telework herein refers to both telework-formal and telework-situational.

Telework Agreement: A formal document prepared and signed by the Teleworker and their supervisor, and the Appointing Authority. The Telework Agreement provides the framework for the discussion about the expectations in order to work effectively.

Telework-Formal: Telework that occurs as part of an approved on-going, regular schedule or within established limits. (e.g., full-time or a set number of days per week.)

Telework-Situational: Telework that is approved on a case-by-case basis, generally for a fixed duration of time and where hours worked are not part of a previously approved, on-going and regular telework schedule. (eg., telework approved as a result of inclement weather, declared emergency or office closures.)

Teleworker: The term used to describe the employee when they are working from his or her approved alternative worksite.

SCOPE

Eligibility – Before a teleworking agreement can be considered, the following conditions must be met:

Position Eligibility A position that is suitable for telework is one that has responsibilities that can be, at any given time, conducted from an alternative worksite without affecting service quality or organizational operations. The Appointing Authority shall determine which positions are suitable for telework.

Factors in considering suitability may include, but are not limited to:

- Nature of the work performed;
- Efficiency of work processes;
- Impact on ability to provide quality customer service;
- Utilization of office space;
- Utilization of technology;
- Effectiveness of existing project teams; and
- Impact on agency budget and fiscal resources.

Employee Eligibility

Unless mandated by Louisiana Educational Television Appointing Authority, or his/her designee telework is strictly voluntary. An employee who is eligible for telework is one who has responsibilities that can be, at any given time, conducted from an alternative worksite without affecting service quality or organizational operations. The Appointing Authority may approve telework status for an employee.

Factors in considering eligibility may include, but are not limited to:

- Employee must have been employed with agency for six-month period;
- Attain a "Satisfactory" or above on most recent Performance Evaluation;
- The employee's ability to function independently.
- Employee must have an available workspace and technology resources outlined in the Louisiana

Educational Television Authority (LPB) Telework Policy to perform work, subject to approval by the agency's appointing authority and your Department Head;

- Completion of required CPTP telework training; and

Notification of Eligibility

Louisiana Educational Television Authority (LPB). will provide a listing of positions eligible for telework through an addendum to this policy. Human Resources will also notify candidates for employment about telework opportunities during the hiring process. To maintain transparency, the agency will post the policy addendum on the Louisiana Educational Television Authority (LPB) Employee Intranet.

TELEWORK ARRANGEMENTS

Telework-Formal

Formal telework is an on-going work arrangement in which the employee has received approval to work from an alternative worksite.

For continuity of operations and other necessary business needs, the Appointing Authority or his/her designee may restrict telework days for a specific unit or Department to "fixed" telework days. (e.g., every Tuesday or Thursday) or prohibit telework on specific days (e.g., Department meeting days).

Telework-Situational

Situational telework is a work arrangement in which the employee has received approval from the Appointing Authority or his/her designee to work from an alternative worksite on a case-by-case basis.

REQUEST FOR TELEWORK

Telework-Formal

Employees who desire to participate in a formal telework arrangement must complete the Louisiana Educational Television Authority (LPB) Telework Agreement Form and both the employee and supervisor must complete the mandatory telework training courses. The agreement form shall be submitted to the employee's direct supervisor for processing in accordance with the form's instructions. Final approval of the telework agreement rests with the Appointing Authority or his/her designee.

Upon approval of the Louisiana Educational Television Authority (LPB) Telework Agreement Form, Department Heads shall maintain responsibility for approving requested telework days and may require advance scheduling of telework days to accommodate the needs of the agency. In addition, Department Heads shall ensure that a physical employee presence is maintained at the primary worksite within each department each workday.

Approved telework agreement forms shall be provided to Human Resources for processing and a copy shall be kept in a supervisory file. Upon receipt of an approved telework agreement form,

Human Resources will enter the Telecommuter Indicator on the employee's record in LaGov HCM and send notice to the employee and the employee's supervisor that the telework agreement form has been received and processed. The telework arrangement shall not begin until final notice of processing has been received by the employee and employee's supervisor.

Employees will be required to update their Louisiana Educational Television Authority (LPB) Telework Agreement Form during their Performance Planning Session each fiscal year.

Telework-Situational

The Appointing Authority or his/her designee may authorize an employee to participate in a situational telework arrangement when the needs of the organization or the employee dictate. When an employee has a need for situational telework, they should discuss the need with their supervisor and Department Head. The Department

Head shall forward all requests for situational telework to the Appointing Authority or his/her designee for approval.

This type of arrangement requires approval via the Louisiana Educational Television Authority (LPB) Telework Agreement Form, unless the employee already has an existing agreement under a formal telework arrangement. Should the situational telework need to exceed 30 days, a new Louisiana Educational Television Authority (LPB) Telework Agreement Form shall be submitted and approved.

When circumstances do not allow for the approval ahead of time via the Louisiana Educational Television Authority (LPB) Telework Agreement Form, temporary approval may be given in writing via email. However, in such cases, the employee must complete the LETA (LPB) Telework Agreement Form at their earliest convenience and no later than **three (3)** working days after their return to their primary worksite.

TIME AND ATTENDANCE REPORTING

Approved teleworkers must maintain proper time and attendance records that account for the telework hours/days worked. Telework hours must be placed in CATS with the “ZTEL” Attendance Code.

Hours of Work

The teleworking employee must work during assigned days/hours designated on the Work Schedule Request Form. Management must ensure proper compliance and documentation of work hours, in particular ensuring compliance with the Fair Labor Standards Act (FLSA) and overtime policies and procedures.

The teleworking employee is expected to maintain at least the same level of availability, levels of production and quality of work as though the employee were working at the primary worksite. Teleworking may not be used for child or adult care or to perform other personal business during work hours, or for any purpose for which leave should be requested. If at any time an employee is tending to a dependent child or adult and therefore not performing official duties, the employee must take leave as appropriate. Teleworking is not to be used for personal accommodation of employees.

Should circumstances arise whereby the teleworker cannot work at the alternate work location, i.e., loss of electricity, personal emergencies, etc., the teleworker must contact their direct supervisor and they may be required to report to the primary work location, a different designated and approved alternate work location, or appropriate leave may be granted.

Employees may work overtime only with supervisory approval and in accordance with LETA's overtime policy. Teleworking may be cancelled for employees who work unapproved overtime. All lunch breaks should to be taken during the hours of 11 a.m. to 1 p.m. Employees are to be online and accessible for 8 hours, daily, Monday through Friday.

Non-exempt employees must follow all applicable policies including, but not limited to, meal and rest breaks, requesting prior approval for overtime, and timekeeping. This policy prohibits off-the-clock work.

COMPLIANCE WITH DEPARTMENT POLICIES

Employees who participate in telework shall continue to comply with all Louisiana Educational Television Authority (LPB) policies and procedures, State Civil Service Rules, and other applicable Federal and State Laws while working from an alternative worksite. This includes but is not limited to, the use of leave, prior approval for overtime, timely reporting of accidents/injuries, timely entry and e-certification of time statements, appropriate use of computer equipment and refraining from prohibited behavior of a sexual, harassing or discriminatory nature.

EMPLOYEE RESPONSIBILITIES

The telework employee and direct supervisor must discuss details regarding the performance of job duties, schedules, business hours, and communication requirements prior to commencement of the remote work arrangement. We require our telework employees to:

- Choose a quiet and distraction-free working space;
- Have an internet connection that's adequate for your job;
- Dedicate full attention to your job duties as set forth in your job description;
- **Regularly interact with your direct supervisor or manager by phone and e-mail:**
 - Team members and managers should determine long-term and short-term goals;
 - Mandatory meetings with your supervisor will occur weekly via conference call, Zoom or preferred management tool (i.e.: Microsoft Teams); and
 - They should frequently meet in-person when possible to discuss progress and results;
- **Receive prior written approval from their manager before:**
 - Making any modifications to the employee's assigned job duties;
 - Modifying their assigned work schedule or business hours, if applicable; and
 - Changing the terms of the telecommuting arrangement in any way;
- Take all necessary steps to keep company information and property secure;
- Comply with Louisiana Educational Television Authority (LPB) dress code policy when meeting by video for business-related purposes; and
- Comply with Louisiana Educational Television Authority (LPB) policies, procedures and rules.

AVAILABILITY AND PERFORMANCE EXPECTATIONS

During telework, all official business responsibilities, objectives, goals and deadlines shall be maintained. Teleworkers are expected to maintain productivity and quality of work as though they were working from the primary worksite.

Employees must be free from distractions while teleworking. Teleworkers may not engage in any personal business during working hours for any purpose for which leave (annual, sick, FMLA, etc.) would otherwise be required. For example, if at any time an employee is tending to a dependent child or adult and therefore not performing official duties, the employee must take leave as appropriate.

Telework requires the employee to promptly return voicemails left at their primary worksite (all employees shall have their voicemails sent to their Outlook inbox); attend scheduled meetings virtually; and respond to emails, instant messaging (MS Teams) and other forms of communication in a timely manner. Employees must adhere to performance standards as established by their Performance Planning in the Performance Evaluation System (PES).

The needs of Louisiana Educational Television Authority (LPB) business take precedence over the employee's needs. Accordingly, an employee shall be available to report to their primary worksite as directed by the agency. To this extent, they must be available to travel to their primary worksite with as little notice as the same workday. Employees unable to meet this requirement may be disciplined and/or placed in an appropriate leave status, including leave without pay (LWOP).

Refusal to report to the primary worksite when directed shall be considered insubordination and subject the employee to disciplinary action and placement in appropriate leave status, including LWOP.

REQUIRED TELEWORK TRAINING

All LPB employees and supervisors must complete required telework training prior to a telework agreement being executed.

As a condition of eligibility for telework, the supervisor and employee must complete the following required telework training courses in LEO>SuccessFactors:

- **CPTP SCS Teleworking for Employees WBT**
- **CPTP SCS Managing Teleworkers WBT**

Additional training resources should be made available as follows:

- **CPTP Developing Others WBT**
- **CPTP Time Management for Teleworkers WBT**
- **CPTP Virtual Meeting Etiquette WBT**

ALTERNATIVE WORKSITE

Worksite Location

Employees shall designate their alternative worksite on the Louisiana Educational Television Authority (LPB) Telework Agreement Form. Once approved, the alternative worksite is the only location from which the employee shall be allowed to telework. Any circumstances requiring a change in location shall be brought to the employee's supervisor's attention immediately.

Worksite Conditions

The alternative worksite shall be a clean, safe, and dedicated workspace that is to be principally used for the purpose of teleworking. The alternative worksite shall be able to accommodate any equipment that is necessary to perform the functions of the employee's job.

Louisiana Educational Television Authority (LPB) may conduct unannounced inspections of the teleworker's alternative worksite, as ~~deemed~~ necessary, to account for and ensure the physical safety and security of the employee's alternative worksite meets all privacy, data security and/or other requirements referenced in this policy.

Worksite Liability

Louisiana Educational Television Authority (LPB) will not be liable for damages to the employee's property resulting from telework. By signing the Louisiana Educational Television Authority (LPB) Telework Agreement Form, the employee agrees to hold the State harmless against any and all claims, excluding workers' compensation claims. The employee accepts responsibility for maintaining the security, condition, and confidentiality of agency equipment and materials (including but not limited to files, applications, manuals, forms, etc.) at the alternative worksite. Furthermore, the employee is responsible for ensuring there is no unauthorized use of Louisiana Educational Television Authority (LPB) equipment.

No employee engaged in telework will be allowed to conduct in-person face-to-face agency-related business at the alternative worksite.

Workers Compensation

The alternative worksite is considered an extension of the employee's primary workplace; therefore, workers' compensation coverage will continue to exist for the employee when performing official work duties in the designated area of the alternative worksite during approved teleworking hours. Any work-related injuries must be reported to the employee's supervisor and the Louisiana Educational Television Authority (LPB) Safety Coordinator immediately.

Operating Costs

Louisiana Educational Television Authority (LPB) will not be responsible for operating costs, maintenance or any other incidental costs to the employee's alternative worksite (e.g. utilities). Louisiana Educational Television Authority (LPB) will not pay for phone, internet service, nor the repair, technical support or maintenance of

personal equipment such as home networking connectivity, routers, modems, etc.

USE AND SECURITY OF EQUIPMENT

Equipment Use

Louisiana Educational Television Authority (LPB) will provide state-owned laptops to employees participating in telework. The use of a personal laptop or computer for purposes of teleworking is prohibited. Employees are allowed to use personal printers and monitors. Teleworkers are responsible for obtaining reliable phone service and high-speed internet connections. These connections must be maintained for the duration of the teleworking agreement.

Equipment Safety/Maintenance

Teleworkers are required to adhere to all Louisiana Educational Television Authority (LPB) Information Technology Policies while using state-owned equipment.

Teleworkers shall be connected to the Louisiana Educational Television Authority (LPB) Virtual Private Network (VPN) at all times while performing work from their state-owned laptop at the alternative worksite. In the event employees will need to disconnect from the VPN for stability issues, notification to disconnect will be provided by Louisiana Educational Television Authority (LPB).

Use of Louisiana Educational Television Authority (LPB) equipment and networks is for official business purposes only and must comply with all applicable laws, policies and protocols. Personal use of these items is prohibited, even during non-working hours.

Teleworkers shall immediately inform their supervisor of any equipment failure, VPN issues, repair or other issue that prevents them from teleworking.

Louisiana Educational Television Authority (LPB) will be responsible for maintaining and repairing equipment that is supplied to the teleworker. If any in-person service or support is necessary, the employee will be responsible for bringing in the equipment to the primary work site. The Louisiana Educational Television Authority (LPB) Information Technology Department shall not make "alternative worksite calls" for equipment setup or service.

Should there be a delay in the repair or replacement of equipment, the teleworker may be required to return to the primary worksite until the situation is rectified.

Records, Materials, and Documents

All records, materials, documents, etc. that the employee transports to and from the primary worksite to the alternate worksite are his/her responsibility and must be kept confidential and secure. The employee agrees to protect the agency records from unauthorized disclosure or damage and will comply with agency policies and procedures regarding such matters.

OFFICIAL OFFICE CLOSURES

Depending on the reason therefor (i.e. weather, road conditions, etc.), an office closure may be declared to a specific building, city/town, parish, or the entire State. The official domicile for an employee that teleworks is the city/town or parish where the employee's alternative worksite is located for the days the employee is to perform work at that location. An employee may only have one (1) domicile on any given workday. Thus, if an office closure is declared on a scheduled telework day, the teleworker is:

NOTE: The below chart represents an example of how employees may be treated during an official office closure.

Not eligible for special office closure leave (LSOC) and must continue working from the alternative worksite when:	Eligible for LSOC leave when:
The office closure is specific to the primary worksite building. The office closure is specific to a city/town or parish that is different than the city/town or parish in which the employee is teleworking.	The office closure is specific to a city/town or parish that is the same as the city/town or parish in which the employee is teleworking.

TERMINATION OF TELEWORK

Louisiana Educational Television Authority (LPB) may terminate Teleworking Agreements at any time, with or without cause at its convenience, and this decision will be final. Teleworking Agreements may be terminated by an employee’s supervisor, the employee’s department head, or by the appointing authority.

In the event the employee leaves employment with Louisiana Educational Television Authority (LPB), or is removed from telework for any reason, the employee agrees to return all agency equipment, supplies, and work documents to the Louisiana Educational Television Authority (LPB Building **within 48 hours or a mutually agreed upon reasonable time period**). If the employee fails to return all property, they shall reimburse Louisiana Educational Television Authority (LPB) for all unreturned property.

VIOLATIONS

Failure to comply with the provisions of this policy may result in cancellation of the teleworking arrangement and/or disciplinary action being taken up to and including termination. Nothing in this policy should be construed as precluding LETA (LPB) from taking any appropriate disciplinary action against an employee who fails to comply with the provisions outlined herein.

QUESTIONS

Questions regarding this policy should be directed to Human Resources.

EXCEPTIONS

Request for exceptions to this Telework policy shall be justified, documented, and submitted to Human Resources for consideration. Approval of any exception to any provision of this policy will be granted by the Appointing Authority or his/her designee.

ATTACHMENT A: LPB Telework Policy Agreement Form

LPB TELEWORK POLICY AGREEMENT FORM

This document is intended to ensure that both the supervisor and the employee have a clear, shared understanding of the employee's telework arrangement. Each telework arrangement is unique depending on the needs of the agency, position, supervisor, and employee.

This Agreement in no way alters my current employment relationship or my obligation to observe all applicable agency rules, policies, and procedures. All existing terms and conditions of employment, including but not limited to my position description, salary, benefits, leave, overtime, etc., remain the same as if I worked at the primary worksite.

Employee Telework Information

Employee Name:		Personnel #:	
Job Title:			
Office/Department:			
Supervisor:			
Alternative Worksite Address:	Enter Street Address Enter City, State Enter Zip Code Enter Parish		
Type of Telework:	<input type="checkbox"/> Telework-Formal <input type="checkbox"/> Telework-Situational <i>Per the Louisiana Educational Television Authority (LPB) Telework Policy all telework arrangements must receive approval from the Appointing Authority or his/her designee. Situational telework arrangements do not require an additional amended Louisiana Educational Television Authority (LPB) Telework Agreement Form unless the employee's arrangement will exceed 30 days.</i>		

Telework Terms and Conditions

1. All teleworkers are responsible for obtaining reliable phone service and high-speed internet connections. These connections must be maintained for the duration of the teleworking agreement.
2. All teleworkers shall be connected to the Louisiana Educational Television Authority (LPB) Virtual Private Network (VPN) at all times while performing work from their state-owned laptops at the alternative worksite.
3. The amount of time a teleworker is expected to work will not change due to voluntary participation in a telework-formal or telework-situational arrangement. Telework hours are regular work hours and may not be used for personal activities. All teleworkers are expected to remain accessible during designated work hours. Just as with regular work hours, teleworkers are expected to follow the Louisiana Educational Television Authority (LPB) Time and Attendance Policy as it relates to requesting time off. In the event that overtime is anticipated, this must be discussed and approved in advance with the supervisor/manager, just as any overtime scheduling would normally have to be approved.
4. All teleworkers will report to the primary worksite, as necessary, upon directive from management.
5. All teleworkers shall use the time and attendance system to input telework via the "ZTEL" time code.

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Employee Approval

I agree to abide by the terms and conditions set forth in this Louisiana Educational Television Authority (LPB) Telework Agreement Form and all requirements of the Louisiana Educational Television Authority (LPB) Telework Policy.

I understand that management has the right to amend, terminate or suspend this Agreement at any time.

I understand that failure to comply with the provisions of this Agreement and the Louisiana Educational Television Authority (LPB) Telework Policy may result in termination of the Agreement, and/or other appropriate corrective measures.

I understand that my alternative worksite is an extension of my assigned primary worksite. As such, I am responsible for continuing to comply with all applicable laws, rules, regulations, and policies regarding my position and my employment at Louisiana Educational Television Authority (LPB).

I understand that this agreement is not finalized until it is approved by the Appointing Authority or his/her designee.

Employee Signature	Date
Supervisor/Manager Signature	Date
Appointing Authority Signature	Date
Human Resources Signature	Date